



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5230.7B
BUMED-09D
13 Apr 93

BUMED INSTRUCTION 5230.7B

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY INFORMATION SYSTEMS
EXECUTIVE BOARD

Ref: (a) SECNAVINST 5231.1C
(b) BUMEDINST 5230.5
(c) NAVDAC PUB 24.2 (NOTAL)
(d) SECNAVINST 5214.2B

Encl: (1) ISEB Request Summary Format

1. Purpose. To assign responsibilities and provide procedures for the operation of the Bureau of Medicine and Surgery (BUMED) Information Systems Executive Board (ISEB). This is a complete revision and must be read in its entirety.

2. Cancellation. BUMEDINST 5230.7A.

3. Discussion. Reference (a) requires information system (IS) approval authorities to appoint ISEBs to monitor, review, and provide advice and recommendations for IS projects. Reference (b) specifies approval criteria for IS resource requests. To ensure compliance with references (a) and (b) and to promote effective management of the IS Program, this process is followed:

a. A naval medical or dental treatment facility or other naval Medical Department activity IS issue requiring the next level of approval is sent through the Naval Medical Information Management Center (NAVMEDINFOMGMTCCN) to BUMED.

b. BUMED functional sponsors initiating issues coordinate them through NAVMEDINFOMGMTCCN.

c. NAVMEDINFOMGMTCCN, acting as the agent for BUMED, performs technical and financial reviews and coordinates functional sponsor review.

d. The ISEB reviews the IS issues and makes recommendations to BUMED.

4. ISEB Membership. The ISEB will consist of these participants:



a. Voting members:

- (1) Assistant Chief for Resource Management/Comptroller (MED-01).
- (2) Assistant Chief for Operational Medicine and Fleet Support (MED-02).
- (3) Assistant Chief for Health Care Operations (MED-03).
- (4) Assistant Chief for Logistics (MED-04).
- (5) Assistant Chief for Personnel Management (MED-05).
- (6) Assistant Chief for Dentistry (MED-06).
- (7) Assistant Chief for Reserve Affairs (MED-07).
- (8) Assistant Chief for Plans, Analysis, and Evaluation (MED-08).

b. Nonvoting members:

- (1) Chairman - Deputy Chief (MED-09).
- (2) Advisor and Secretariat - Special Assistant for Management Information Systems (MED-09D).
- (3) Advisor - Director, Budget Division (MED-11).
- (4) Advisor - Medical Systems Analyst, Naval Information Systems Management Center (NISMC) Selection Office (NISMC-0436).

5. ISEB Responsibilities. The ISEB must:

- a. Review and recommend disposition action of IS issues at each major life-cycle management (LCM) milestone and assign priorities to develop and deploy approved systems initiatives.
- b. Forward IS recommendations to MED-00 for final decision.
- c. Meet at the call of the chairman, but not less than quarterly.

6. ISEB Secretariat Responsibilities. In concurrence with ISEB chairman, the secretariat must:

- a. Arrange and coordinate meetings and materials for the meetings.

b. Include as agenda items only those issues previously reviewed and properly documented using enclosure (1).

c. Maintain the minutes of the proceedings.

d. Perform other appropriate administrative functions.

7. NAVMEDINFOMGMTCCN Responsibilities. MED-09D must ensure that NAVMEDINFOMGMTCCN, acting as its agent:

a. Coordinates the functional sponsor review of IS requests.

b. Conducts and documents a technical review including, at a minimum, these elements:

(1) Evaluation of the projects' LCM documentation: The mission element need statement, the abbreviated system decision paper, or the system decision paper.

(2) Validation of the feasibility of automating the function proposed and the feasibility of technically achieving the solution proposed.

c. Conducts and documents a financial review including, at a minimum, these elements:

(1) Evaluation of the costs and benefits to ensure the most cost effective alternative is proposed.

(2) Determination of the availability of funding for the proposed IS.

(3) Determination of what procurement regulations must be considered.

d. Coordinates a quarterly status report of all IS projects under development including:

(1) Specific progress since the last quarter.

(2) Level of compliance with the LCM guidelines in reference (c).

(3) Verification of continued relevance and cost effectiveness.

(4) Recommended prioritization and justification of IS resource requirements.

e. Ensures that all proposed IS requests have been properly reviewed and evaluated and forwards recommendations regarding proposed and current IS projects to the ISEB.

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8. Reports Exemption. The requirements contained in this instruction are exempt from reports control by reference (d), part IV, paragraph G8.


D. F. HAGEN

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ISEB REQUEST SUMMARY FORMAT

Activity _____

Point of Contact _____

Functional Area _____

Date Prepared _____

1. Project Title

2. Nature of Request

Type of Request - LCM Document Approval
- System Change Request (SCR) Funding Approval
- Action Item
- Other _____

3. Background

4. Alternatives Considered

5. Action Recommended

6. Rationale for Recommendation

7. Resource Requirements